

**SECRET**

DD/S 63-4865

Executive Registry

63-8902

27 NOV 1963

MEMORANDUM FOR: Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Fiscal Year 1964 Operating Budget and  
Personnel Ceiling for the Printing Services  
Division, OL

1. This memorandum contains a request for action by the Comptroller. Such action is contained in paragraph 5.
2. The effects of the budget limitation and personnel ceiling will be particularly severe in Printing Services Division if no additional fund or personnel authorizations are forthcoming. The overall Office of Logistics situation regarding the Fiscal Year 1964 budget and personnel ceiling will be covered in a later memorandum. It is sufficient to say now that funds and personnel ceilings are not available from any other element of this office to supplement the requirements of the Printing Services Division.
3. Printing Services Division's portion of the Office of Logistics budget for Fiscal Year 1964 has been set at [ ] The Printing Services Division has been able to stay within one percent of the allocated funds only by the most stringent curtailment of expenditures. In order to stay within the Fiscal Year 1964 budget the Printing Services Division has, since 1 July 1963, curtailed procurement of equipment and supplies as well as the procurement of printing services from outside sources. We have eliminated overtime for NIS printing and arranged for customers to pay for other overtime required as well as to buy special printing supplies when needed. We have deferred acquisition of phototypesetting equipment and suspended work on automation of typesetting.
4. In order for the Printing Services Division to provide necessary support to its customers and to avoid further reduction in services, the Printing Services Division budget should be increased by [ ] Any further reduction in printing services is likely to cause serious repercussions

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FILE *Logistics*

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from our customers. It is therefore considered advisable to report to you actions which must be taken no later than 31 December 1963 if the Printing Services Division must continue to operate within the funds available during the remainder of Fiscal Year 1964:

a. Reduce the present personnel strength by at least five personnel

b. Reduce services, having the following effects:

(1) Reduce [ ] publications from 350 to 238 stencils per night.

(2) Reduce numbers of National Intelligence Surveys produced; increase time to produce each survey.

(3) Reduce Cartographic printing.

(4) Handle the SR project as routine work.

(5) Accept no increased requirements from OCI, and miss some deadlines on work done for OCI.

5. It is requested that funds in the amount of [ ] be made available to the Office of Logistics' Printing Services Division.

cc: [ ]

161  
[ ]  
Acting Director of Logistics

OL/PSI [ ] (13 Nov 63)

Rewritten: SA-DD/S:RHW:fmf/maq (27 Nov 63)

Distribution:

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1 - DD/S

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DEC 3 8 20 AM '63

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SUBJECT: (Optional)

Fiscal Year 1964 Operating Budget and Personnel Ceiling for the Printing Services Division, OL

FROM:

Deputy Director for Support

EXTENSION

NO

DATE

2 DEC 1963

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-  
Comptroller 7D59 HQ

60 Dec. 1963

Kirk:

I thought that I would like to bring this to your personal attention.

As you know, a committee has been appointed to study requirements for printing services. Unless it acts very fast indeed, we are going to have to take some positive action. As I see it, we either have to have money or specific guidance as to what services we are going to discontinue. If we do not have either of these, I have no choice but to use my best judgment as to what we will discontinue not later than 31 December 1963 in order to live within our allocation of funds.

Anything you can do to speed up this decision will be very much appreciated.

LKW

Att: Memo dtd 27 Nov 63 to Comptroller fr AD/L, same subj

John: Let's get the committee moved before

ILLEG B

FORM  
3-62

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